

Fairfield Public Schools

Title: Instructional Division Executive Secretary

Job Purpose Statement: Provides administrative and secretarial assistance of a confidential, complex, and responsible nature for: Chief Academic Officer, Executive Director of Personnel and Legal Services, and Executive Director of Digital Learning. The position requires a combination of secretarial, office management, computer, and people skills.

Supervision Received: Receives general direction from the Executive Director of Personnel and Legal Services who outlines general policies, assigns duties and reviews work for conformance with standards, performs regular duties on own initiative, exercising a high degree of judgement and tact. Receives task direction from professional staff.

Supervision Exercised: Provides leadership to department secretaries, creates processes and procedures, assigns work, and assumes accountability, as requested he/she transmits instructions to staff members, and follows up to assure compliance with instructions and related time limits.

Summary: Manage the systems that support the Instructional Division as well as provide support to all schools. The position requires a high degree of organizational, technology, planning, communication, and bookkeeping skills. The position requires coordination and support of the central office Instructional Division staff, administrators and secretaries, which will be applied in working with administrators, teachers, secretarial, and information systems staff at the schools and in other central office departments. The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Provide direction and coordination among other department secretaries. Maintain coordination of calendars for Chief Academic Officer, Executive Director of Innovation, Executive Director of Digital Learning, and Program Directors including scheduling of meetings, rooms, and equipment. Maintain coordination of district school calendars for school day and staff calendars. Develop and maintain standing level, liaison, and staff meeting schedules. Develop and maintain district professional development calendar.

Supports the development of level and committee meeting agendas. Assists Chief Academic Officer in the preparation of the department budget; compiles and collates data and related information; and types or enters information into word and data processing for final draft proposals. Assists Chief Academic Officer and Executive Director of Innovation in developing and maintaining enrollment and staffing projections.

Assists Executive Director of Innovation in oversight of TEAM program and funding.

Assists liaison to Board of Education Policy Committee meeting; maintains policy changes and minutes.

***During the school year this position attends 1-2 monthly policy committee meetings in the evening.**

Provide coordination of school-level handbooks as well as policy and/or family guides used throughout the District. Provide weekly financial summaries of both general fund and grant accounts including itemized spending by accounts. Input state and federal grant applications including communications with non-public schools. Develop and maintain high quality Instructional Division communications including agendas, newsletters, brochures, informational flyers and distributes information regarding division matters.

Supervises filing system of Instructional Division including both standard and online files; develops an online filing system and culls outdated and irrelevant files for discard using file retention guidelines. Review and finalize staff and Board of Education presentations. Serve on Central Office communication and safety teams.

Coordinate requests for data visualizations and build ad hoc reports in Infinite Campus. Coordinate staff observation schedules for the Chief Academic Officer and the Director of Innovation.

Incidental Job Functions:

Ability to reason logically, draw valid conclusions, and make appropriate recommendations. Performs special assignments, studies, and other routine functions as directed. Responds to staff and parents on matters related to the Instructional Division. Other duties as required.

Knowledge, Skills, and Abilities: A thorough knowledge of modern office practices, procedures, and methods and ability to analyze office administrative operations and to develop operational improvements. A working knowledge of the internal organization programs and responsibilities of the Board of Education. Advanced skill in the application of modern office technology, including but not limited to, an advanced knowledge of the Microsoft Office Suite as well as Google documents. The proven ability to timely master new technologies and assist others in the mastery of technology applications. The ability to train others in modern office procedures and develop a plan for continuous improvement and increased efficiency. The ability to carry out duties with a high degree of independence. The ability to apply principles of office management to resolve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. The ability to maintain administrative, fiscal, and general records and to prepare reports and answer questions from records. The ability to create and maintain effective working relationships with department heads, employees, parents, students, and the public and to deal with public relations problems courteously and tactfully. The ability to present a professional, courteous, and collaborative attitude to internal and external stakeholders. The ability to maintain an extremely high standard of professionalism and accountability. The ability to provide positive leadership to those staff under his/her supervision.

Minimum Qualification Required:

Five years of progressively responsible experience in general clerical work and office management is required, including a minimum of one year of work involving independent responsibility. Knowledge of office practices and procedures, office machines, and filing systems. Ability to make decisions in accordance with laws, ordinances, regulations and established procedures of the department. Excellent public relations skills and the ability to communicate with all levels of management. Must have strong organizational skills and the ability to prioritize and manage time productively to meet stringent deadlines and compliance requirements. Ability to work accurately and efficiently with attention to detail. Demonstrated skills in the management, analysis, and application of data.

Physical Exertion/Environmental Conditions: While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds such as boxes. Specific vision required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of the position.